

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
SERVICE AREA 3  
ARCADIA MENTAL HEALTH CENTER**

**TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN  
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY**

**Medical Case Worker I or II**

Arcadia Mental Health Center is an adult outpatient clinic located in San Gabriel Valley with an opening for a Medical Case Worker (MCW) in its California Work Opportunity and Responsibility to Kids (CalWORKs) program. The CalWORKs MCW will serve as the employment specialist for CalWORKs clients served at Arcadia MHC. The CalWORKs program serves adult clients, with a focus on removing mental health barriers to employment. The MCW will collaborate with clinical staff to assist the client in achieving his or her employment goals using the Supported Employment evidence based practice.

**DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Develop and maintain new job opportunities in the community for CalWORKs participants;
- Provide ongoing support for clients on the job using the Individualized Placement and Support (IPS) Supported Employment model;
- Collaborate with the client's clinical treatment team to ensure appropriate treatment and update the clinical staff regarding the client's progress in finding and sustaining employment;
- Maintain client charts, completing necessary documentation in compliance with Medi-Cal documentation standards; and
- Attend Quarterly CalWORKs Provider meetings.

**DESIRABLE QUALITIES:**

- Strong time management skills;
- Experience as an employment specialist;
- Experience working in the field with adult clients;
- Fluency in Spanish;
- Ability to be flexible with evolving work duties and challenging client situations;
- Strong interpersonal skills with the ability to work and communicate effectively with other County employees, community agencies and consumer partners.

Individuals currently holding the title of Medical Case Worker I or II who are interested in assisting CalWORKs clients achieve their employment goals are encouraged to submit their resume to the address below. Please submit your resume and Performance Evaluations for the last 2 years.

**Fax or Email information to:**

John Fears, LCSW

[JFears@dmh.lacounty.gov](mailto:JFears@dmh.lacounty.gov)

Phone number: (626) 821-5866 \*\*\* Fax number: (626) 821-0858